

CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number: _____

Meeting Type: Regular

Meeting Date: Nov 6, 2014

Action Requested By: Human Resources

Agenda Type: Resolution

Subject Matter:

Advertise the position of Benefits Technician

Exact Wording for the Agenda:

Request to advertise and fill the position of Benefits Technician, Pay Grade 12, and to fill at higher than minimum rate if necessary.

Note: If amendment, Please state title and number of the original

Item to be considered for: Action

Unanimous Consent Required: No

Briefly state why the action is required; why it is recommended; what council action will provide, allow and accomplish and; any other information that might be helpful.

Request to advertise and fill the position of Benefits Technician, Pay Grade 12, and to fill at higher than minimum rate if necessary.

Associated Cost: _____

Budgeted Item: _____

MAYOR RECOMMENDS OR CONCURS: _____

Department Head: Byron K. Thomas

Date: Oct 30, 2014